

**State of California  
DUTY STATEMENT**

**Department of State Hospitals**

MSH3002 (Rev. 9/26/16)

*Box reserved for Personnel Section*

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> DSH-Metropolitan		
<b>Position No / Agency-Unit-Class-Serial</b> 487-463-9839-600		<b>Unit</b> <b>Neuropsychology</b>		
<b>Class Title</b> Senior Psychologist, Spec		<b>Location</b> Metropolitan State Hospital		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b> <b>R19</b>	<b>WORK WEEK GROUP</b> <b>E</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.**

The Neuropsychologist, Senior Specialist, is responsible for providing and overseeing Neuropsychological Services, under the clinical and administrative supervision of the Chief of Psychology. Specific/essential duties of the Neuropsychologist include, but are not limited to, the following:

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<b><u>ESSENTIAL FUNCTIONS</u></b>
45 %	<b>NEUROPSYCHOLOGICAL ASSESSMENT</b> Select and conduct appropriate neuropsychological measures for assessing neuropsychological functioning of patients. Interpret findings and generate reports based on neuropsychological testing results. Provide testing feedback to patients and the treatment team. Maintain an aggregate database for neuropsychological assessment referrals as well as an inventory of neuropsychological and psychological testing materials.
40 %	<b>CONSULTATION/SUPERVISION</b> Provide assessment support and consultation to unit-based psychologists regarding psychological and neuropsychological assessment/diagnostic issues.  Provide consultation for staff psychologists on the administration, scoring and interpretation of cognitive screening measures and psychological/neuropsychological measures.  Provide consultation to Treatment Teams regarding differential diagnosis and neuropsychological functioning of specific patients, including recommendations for therapeutic and rehabilitation services and discharge.

Supervise psychology interns and psychology practicum students in conducting neuropsychological assessments.

Provide training and guidance for staff psychologists in psychological assessment, neuropsychological assessment, and report writing.

### **MARGINAL FUNCTIONS**

15 %

Attend all regular meetings of the Psychology and Medical Staff.

Meet continuing education requirements and actively seek learning opportunities for professional growth and development.

All other duties and special projects, as assigned, consistent with this classification.

Other  
Information

### **SUPERVISION RECEIVED**

The Chief of Psychology has the clinical and administrative responsibility for the Neuropsychologist. Auditing of neuropsychological reports will be completed by cross auditing with a neuropsychologist at another State Hospital. The Chief of Psychology conducts the annual performance appraisal.

### **SUPERVISION EXERCISED**

Supervise pre-licensed psychologists, psychology interns, and psychology practicum students.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

Neuropsychological and general psychological theories and research; principles, techniques, and problems in developing and coordinating a specialized psychological treatment program for individuals with mental illness and cognitive impairment; principles, techniques, and trends in neuropsychology with particular reference to the neurocognitive correlates of psychiatric disorders, neurobehavioral syndromes (including dementias), functional neuroanatomy, neuropsychological assessment, and cognitive remediation; principles, techniques, and trends in psychology with particular reference to normal and disordered behavior; human development, motivation, personality, learning, individual differences, adaptation and social interaction; methods for the assessment and modification of human behavior; characteristics and social aspects of mental disorders and intellectual disability; research methodology and program evaluation; institutional and social process, group dynamics; functions of psychologists in various mental health services; current trends in the field of mental health; professional training; community organization and allied professional services.

#### **ABILITY TO:**

Plan, organize, and work in a specialized psychological treatment program involving members of other treatment disciplines; provide professional consultation and program leadership; teach and participate in professional training; recognize situations requiring the creative application of technical skills; develop and evaluate creative approaches to the assessment, treatment, and rehabilitation of mental disorders and cognitive impairment; develop and conduct research to evaluate treatment and service efficacy; conduct assessment and psychological treatment

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procedures; secure the cooperation of professional and lay groups, analyze situations accurately, take effective action; and speak and write effectively.

## **REQUIRED COMPETENCIES**

### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

### **AGE SPECIFIC**

The Neuropsychologist provides services for, and demonstrates knowledge of growth and development commensurate with the age group of patients hospital-wide.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **CPR**

Maintains current certification.

### **THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Ability to select, administer, and interpret cognitive, malingering, and functional tests for the purposes of diagnosis, treatment planning, and forensic decision making with psychiatric inpatients.

### **TRAINING - Training Category = Type II General**

The employee is required to keep current with the completion of all required training.

## **LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

Possess a valid license as a psychologist issued by the California Board of Psychology and possession of an earned doctorate degree in psychology from an educational institution meeting the criteria of section 2914 of the Medical Board of California's Business and Professions Code.

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## **WORKING CONDITIONS**

### **EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work in a variety of settings throughout the hospital as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

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Date

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